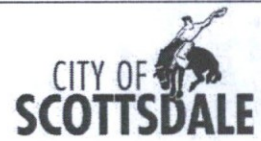


# Case Research

# Pre-Application Request



## Purpose:

The purpose of the Pre-Application submittal, and meeting, is for the applicant and city staff to discuss a proposed Development Application, and the information and process that is necessary for city staff to process the proposal.

In accordance with the Zoning Ordinance, no development application shall be accepted before a Pre-Application has been submitted, and a Pre-Application meeting has been conducted with city staff, unless the Pre-Application meeting has been waived by the Zoning Administrator.

## Submittal:

The completed Pre-Application Request form, all required materials and fees should be submitted in person to the One-Stop-Shop located at 7447 East Indian School Road; or, may they be submitted digitally at following website:

<https://eservices.scottsdaleaz.gov/eServices/PreApps/Default.aspx>

All checks shall be payable to "City of Scottsdale."

## Scheduling

After the Pre-Application submittal has been accepted at the One-Stop-Shop, a staff member will contact the Applicant within five (5) Staff Working Days to schedule a Pre-Application meeting with the assigned staff member(s). Generally, a Pre-Application meeting is scheduled within five (5) to fifteen (15) Staff Working Days from the date of the submittal.

Project Name: <b>Jenan Properties</b>	
Property's Address: <b>7313, 7315 &amp; 7345 E. Jenan Dr.</b>	APN: <b>175-27-004K, 175-27-004J, 175-27-306</b>
Property's Zoning District Designation:	
Property Details:	
<input checked="" type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other	
Has a 'Notice of Compliance' been issued? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, provide a copy with this submittal	
Owner: <b>Lisa Brown, Kevin &amp; Rena Steele, Kathleen &amp; Albert Winn</b>	Applicant: <b>Tom Kirk</b>
Company:	Company: <b>Camelot Homes</b>
Address: <b>7313, 7315 &amp; 7345 E. Jenan Dr., Scottsdale Az 85260</b>	Address: <b>6607 N. Scottsdale Rd., Scottsdale AZ 85250</b>
Phone:	Phone: <b>480-367-4316</b>
Fax:	Fax: <b>480-367-4350</b>
E-mail: <b>lbfcancyantstranch@msn.com; Kssteele@yahoo.com</b>	E-mail: <b>tomk@camelothomes.com</b>
Owner Signature	Applicant Signature
Official Use Only	Submittal Date: <b>3/7/18</b> Application No.: <b>175</b> -PA- <b>2018</b>
Project Coordinator:	

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CAMELOT HOMES

Aspire Higher™

# **Jenan Properties Rezoning and Preliminary Plat Pre-App Project Narrative**

## **Project Description:**

The Jenan Properties site is approximately 5.75 acres consisting of 3 existing residential lots located on Jenan Dr., ½ block east of Scottsdale Rd. All 3 lots have residences built on them, 2 of which are uninhabited and in poor repair. The property is surrounded by:

- On the east by existing occupied residential lots (zoned R1-35);
- On the west by an two residential lots with residences, one of which is uninhabited and poor repair and further west, the North Scottsdale United Methodist Church (zoned R1-35);
- On the south by Scottsdale Sixteen single family residential subdivision (zoned R1-10);
- On the north by single family residences (zoned R1-35).

The preliminary site plan calls for 18 single family lots with a minimum lot size of 80' x 130', yielding an overall density of 3.1 units/gross acre. The General Plan for the area is Suburban Residential on the south side of Jenan Dr. and Rural Residential on the north side of Jenan Dr. Camelot is proposing a gated neighborhood with access off Jenan Dr.

## **Purpose of Request:**

Camelot Homes requests Development Review Board approval of a master design concept and Preliminary Plat for the Jenan Properties project. The Site is currently zoned R1-35. Camelot Homes is proposing to rezone the site to R1-10 PRD for a maximum of 18 lots.

Camelot Homes desires amend the front yard setback and street side yard setback applicable to the development. The setbacks for the subject site in the R1-10 zoning district are:

- Front – 30'
- Rear – 25'
- Interior Side Yard – 7' & 7'
- Street Side Yard – 15'



Camelot desires to change the front setback to 20' for forward facing garages and 10' for livable areas and side entry garages, change the street side yard setback (on lot 1) to 10', and leave the remaining setbacks unchanged. The requested setbacks would be as follows:

- Front – 20' to forward facing garages, 10' to livable areas and side entry garages;
- Rear – 25'
- Interior Side Yard – 7' & 7'
- Street Side Yard – 10'

The subject site is a private gated neighborhood with no cut through traffic. This requested change will have no negative impact on any of the neighboring property owners since the rear setbacks remain unchanged adjacent to any boundary with existing neighbors. By reducing the front yard setback, the impact on the neighboring properties improves by allowing for the opportunity to move the homes forward on the lots thus increasing the size of the rear yard and increasing the distance from the rear of the homes to the adjacent property owners bordering the site. Reducing the front yard setback will also benefit future residents of Camelot Reserve by providing the opportunity for additional architectural variety and a more diverse interior streetscape.

#### **Improvement, Ownership and Maintenance of Common Areas:**

The project will include an HOA to provide for the maintenance of all streets, gated entry feature, perimeter walls and other common area tracts within the community.

#### **Building Heights:**

All homes will be restricted to single story only with a height not to exceed 24' from natural grade.

#### **Purchase of the Property:**

Camelot Homes is currently in escrow to purchase the properties comprising this project from three unrelated property owners.

#### **Construction/Phasing:**

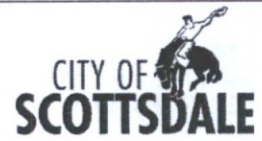
Commencement of infrastructure development is expected to begin in the fourth quarter of 2018, assuming no unusual delays in the rezoning process and take approximately 6 months to complete. Homebuilding is likely to commence around the end of the 2nd quarter or first part of the 3<sup>rd</sup> quarter of 2019.







# Pre-Application Request



Development Application Type:		
Please check the appropriate box of the Type(s) of Application(s) you are requesting		
<b>Zoning</b>	<b>Development Review</b>	<b>Signs</b>
<input type="checkbox"/> Text Amendment (TA)	<input type="checkbox"/> Development Review (Major) (DR)	<input type="checkbox"/> Master Sign Program (MS)
<input checked="" type="checkbox"/> Rezoning (ZN)	<input type="checkbox"/> Development Review (Minor) (SA)	<input type="checkbox"/> Community Sign District (MS)
<input type="checkbox"/> In-fill Incentive (II)	<input type="checkbox"/> Wash Modification (WM)	<b>Other</b>
<input type="checkbox"/> Conditional Use Permit (UP)	<input type="checkbox"/> Historic Property (HP)	<input type="checkbox"/> General Plan Amendment (GP)
<b>Exemptions to the Zoning Ordinance</b>	<b>Land Divisions</b>	<input type="checkbox"/> In-Lieu Parking (IP)
<input type="checkbox"/> Hardship Exemption (HE)	<input checked="" type="checkbox"/> Subdivision (PP)	<input type="checkbox"/> Abandonment (AB)
<input type="checkbox"/> Special Exception (SX)	<input type="checkbox"/> Subdivision (Minor) (MD)	<input type="checkbox"/> Care Home (AC)
<input type="checkbox"/> Variance (BA)		<input type="checkbox"/> Single-Family Residential
<input type="checkbox"/> Minor Amendment (MN)		<input type="checkbox"/> Other:

## Submittal Requirements: (fees subject to change every July)

☒ Pre-Application Fee: \$ \_\_\_\_\_  
(No fees are charged for Historic Preservation (HP) properties.)

☐ Records Packet Fee: \$ \_\_\_\_\_  
Processed by staff. The applicant need not visit the Records desk to obtain the packet.  
**(Only required when requested by Staff)**

☒ Application Narrative:  
The narrative shall describe the purpose of the request, and all pertinent information related to the request, such as, but not limited to, site circulation, parking and design, drainage, architecture, proposed land use, and lot design.

☐ Property Owner Authorization Required  
**(Required for the SA and MS Pre-Applications)**

- ☐ Site / Context Photographs
- Provide color photographs showing the site and the surrounding properties. Use the guidelines below for photos.
  - Photos shall be taken looking in towards the project site and adjacent to the site.
  - Photos should show adjacent improvements and existing on-site conditions.
  - Each photograph shall include a number and direction.
  - Sites greater than 500 ft. in length, also take the photo locations shown in the dashed lines.
  - Photos shall be provided 8 1/2 x 11 paper, max. two per page.



☐ Other

- **The following list of Additional Submittal Information is not required for a Pre-Application meeting, unless indicated below by staff prior to the submittal of this request.**
- **Applicants are advised to provide any additional information listed below. This will assist staff to provide the applicant with direction regarding an application.**

## Additional Submittal Information

- ☐ Site Plan
- ☐ Subdivision plan
- ☐ Floor Plans
- ☐ Elevations
- ☐ Landscape plans
- ☐ H.O.A. Approval letter
- ☐ Sign Criteria Regulations & Language
- ☐ Material Samples – color chips, awning fabric, etc.
- ☐ Cross Sections – for all cuts and fills
- ☐ Conceptual Grading & Drainage Plan
- ☐ Exterior Lighting – provide cut sheets, details and photometrics for any proposed exterior lighting.
- ☐ Boundary Survey (required for minor land divisions)
- ☐ Areal of property that includes property lines and highlighted area abandonment request.
- ☐ One copy of the recorded document for the area that is requested to be abandoned. Such as: subdivision plat, map of dedication, GLO (General Land Office) federal patent roadway easement, or separate dedication document. A copy of most recorded documents to be abandoned may be purchased at the City of Scottsdale Records Dept. (480-312-2356), or the Maricopa County Recorder's Office (602-506-3535). A copy of the General Land Office (GLO) federal patent roadway easement may be purchased from the Bureau of Land Management (602-417-9200).

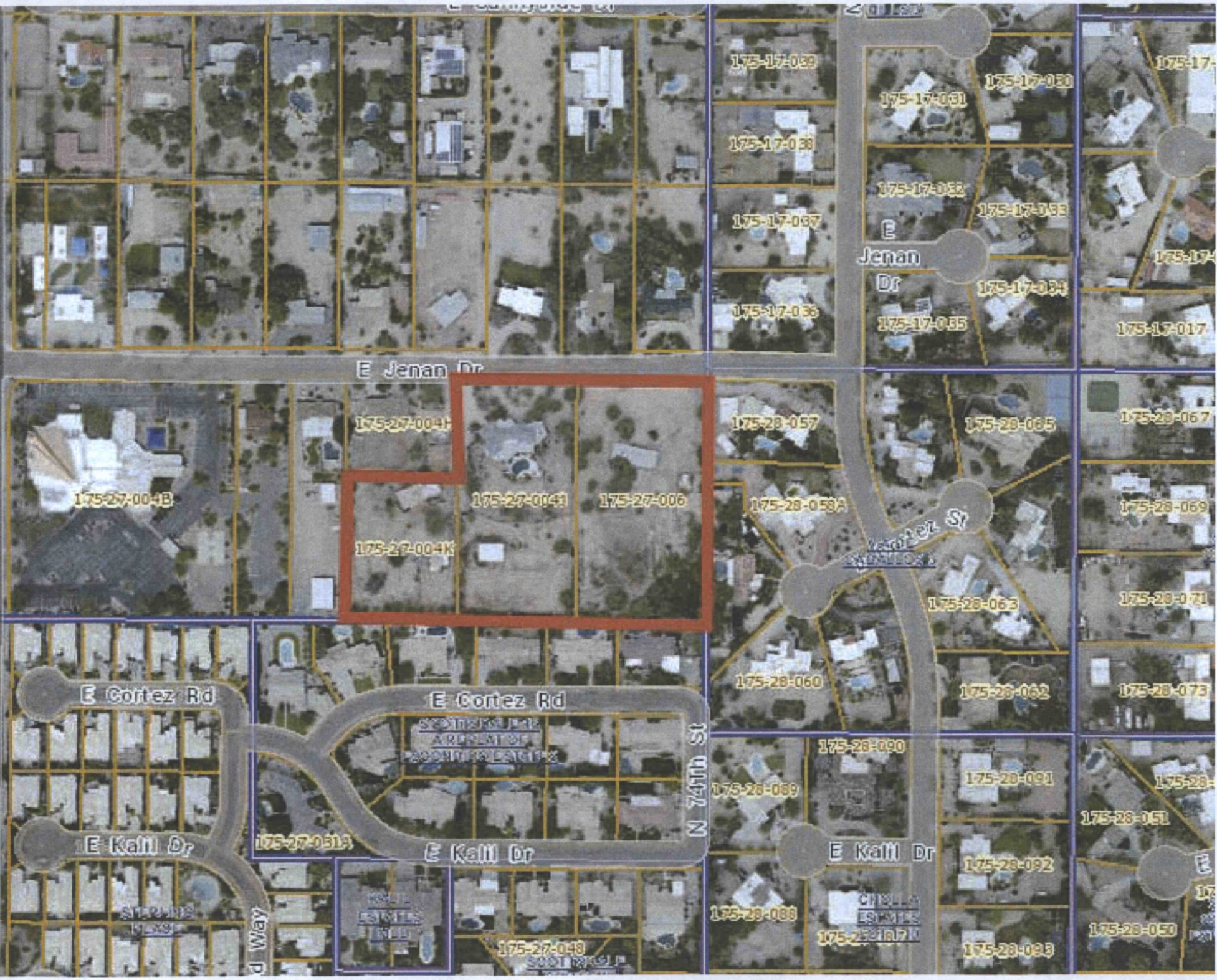
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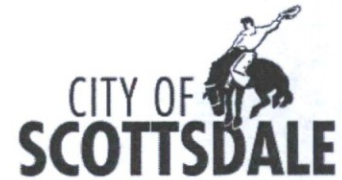
N SCOTTSDALE RD

N SCOTTSDALE RD





# Affidavit of Authorization to Act for Property Owner



1. This affidavit concerns the following parcel of land:

- a. Street Address: 7313, 7315, 7345 E. Jenan Drive
- b. County Tax Assessor's Parcel Number: 175-27-004K, 175-27-004J, 175-27-006
- c. General Location: South of Cactus Rd., east of Scottsdale Rd.
- d. Parcel Size: 5.75 acres (1.2 ac., 2.15 ac., 2.39 ac.)
- e. Legal Description: \_\_\_\_\_

(If the land is a platted lot, then write the lot number, subdivision name, and the plat's recording number and date. Otherwise, write "see attached legal description" and attach a legal description.)

- 2. I am the owner of the land or I am the duly and lawfully appointed agent of the owner of the land and have authority from the owner to sign this affidavit on the owner's behalf. If the land has more than one owner, then I am the agent for all of the owners, and the word "owner" in this affidavit refers to all of them.
- 3. I have authority from the owner to act for the owner before the City of Scottsdale with regard to any and all reviews, zoning map amendments, general plan amendments, development variances, abandonments, plats, lot splits, lot ties, use permits, building permits and other land use regulatory or related matters of every description involving the land, or involving adjacent or nearby lands in which the owner has (or may acquire) an interest, and all applications, dedications, payments, assurances, decisions, agreements, legal documents, commitments, waivers and other matters relating to any of them.
- 4. The City of Scottsdale is authorized to rely on my authority as described in this affidavit until three work days after the day the owner delivers to the Director of the Scottsdale Planning & Development Services Department a written statement revoking my authority.
- 5. I will immediately deliver to the Director of the City of Scottsdale Planning & Development Services Department written notice of any change in the ownership of the land or in my authority to act for the owner.
- 6. If more than one person signs this affidavit, each of them, acting alone, shall have the authority described in this affidavit, and each of them warrant to the City of Scottsdale the authority of the others.
- 7. Under penalty of perjury, I warrant and represent to the City of Scottsdale that this affidavit is true and complete. I understand that any error or incomplete information in this affidavit or any applications may invalidate approvals or other actions taken by the City of Scottsdale, may otherwise delay or prevent development of the land, and may expose me and the owner to other liability. I understand that people who have not signed this form may be prohibited from speaking for the owner at public meetings or in other city processes.

Name (printed)

Date

Signature

Thomas Kirk

March 7, 2018

Thomas Kirk Digitally signed by Thomas Kirk  
Date: 2018.03.07 09:29:01 -0700

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\_\_\_\_\_, 20\_\_

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# Rezoning

## Development Application Checklist



### Minimal Submittal Requirements:

At your pre-application meeting, your project coordinator will identify which items indicated on this Development Application checklist are required to be submitted. A Development Application that does not include all items indicated on this checklist may be rejected immediately. A Development Application that is received by the City does not constitute that the application meets the minimum submittal requirements to be reviewed.

In addition to the items on this checklist, to avoid delays in the review of your application, all Plans, Graphics, Reports and other additional information that is to be submitted shall be provided in accordance with the:

- requirements specified in the Plan & Report Requirements For Development Applications Checklist;
- Design Standards & Policies Manual;
- requirements of Scottsdale Revised Code (including the Zoning Ordinance); and
- stipulations, include any additional submittal requirements identified in the stipulations, of any Development Application approved prior to the submittal of this application.

If you have any question regarding the information above, or items indicated on this application checklist, please contact your project coordinator. His/her contact information is on the page 12 of this application.

Please be advised that a Development Application received by the City that is inconsistent with information submitted with the corresponding pre-application may be rejected immediately, and may be required to submit a separate: pre-application, a new Development Application, and pay all additional fees.

Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.

### PART I -- GENERAL REQUIREMENTS

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Rezoning Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Zoning Application Fee \$ <u>1140.00</u> (subject to change every July)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Completed Development Application (form provided) Prior to application submittal, please research original zoning case history to find the original adopted ordinance(s) and exhibit(s) to confirm the zoning for the property. This will help to define your application accurately. The City's full-service Records Department can assist.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	4. Request to Submit Concurrent Development Applications (form provided) <b>IF TP CASE SUBMITTED</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Letter of Authorization (from property owner(s) if property owner did not sign the application form)

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. <b>Affidavit of Authorization to Act for Property Owner</b> (required if the property owner is a corporation, trust, partnership, etc. and/or the property owner(s) will be represented by an applicant that will act on behalf of the property owner)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	7. <b>Appeal of Required Dedications, Exactions, or Zoning Regulations</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	8. <b>Commitment for Title Insurance – No older than 30 days from the submittal date</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – ① copy</li> <li>Include complete Schedule A and Schedule B. (requirements form provided)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	9. <b>Legal Description:</b> (if not provided in Commitment for Title Insurance) <ul style="list-style-type: none"> <li>8-1/2" x 11" – ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. <b>Results of ALTA Survey (24" x 36") FOLDED</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copies, <u>folded</u> (The ALTA Survey shall not be more than 30 days old)</li> <li>Digital – ① copy (CD/DVD, PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11. <b>Request for Site Visits and/or Inspections</b> (form provided)
		12. <b>Addressing Requirements</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. <b>Draft Development Agreement</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" – ③ copies</li> </ul> Must adhere to the Maricopa County Recorder requirements
		14. <b>Proposition 207 waiver or refusal (Delay submittal until after the Planning Commission Hearing )</b> (sample agreement information provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. <b>Public Participation:</b> (see Attachment A) <ul style="list-style-type: none"> <li>Provide one copy of the Citizen Review Plan and Report</li> <li>If substantial modifications are made to an application, additional notification may be required by the Zoning Administrator, or designee. When required, provide one copy of the Citizen Review Report addendum.</li> </ul>
		16. <b>Request for Neighborhood Group/Homeowners Association</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17. <b>Site Posting Requirements:</b> (form provided (white and red signs) <ul style="list-style-type: none"> <li>Affidavit of Posting for Project Under Consideration</li> <li>Affidavit of Posting for Planning Commission Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to Planning Commission hearing.</li> <li>Affidavit of Posting for City Council Public Hearing (<b>Delayed submittal</b>). Affidavit must be turned in 20 days prior to City Council hearing.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. <b>School District Notification</b> – (form provided) Required for all applications that include residential uses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	19. <b>Photo Exhibit of Existing Conditions: Printed digital photos on 8-1/2"x11" Paper</b> <ul style="list-style-type: none"> <li>8-1/2" x 11" - ① copy of the set of prints</li> <li><u>See attached Existing Conditions Photo Exhibit</u> graphic showing required photograph locations and numbers.</li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>20. Archaeological Resources</b> (information sheets provided) <ul style="list-style-type: none"> <li><input type="checkbox"/> Archaeology Survey and Report - ③ copies</li> <li><input type="checkbox"/> Archaeology 'Records Check' Report Only - ③ copies</li> <li><input type="checkbox"/> Copies of Previous Archeological Research - ① copy</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>21. Completed Airport Vicinity Development Checklist</b> – Your property is located within the vicinity of the Scottsdale Municipal Airport (within 20,000 foot radius of the runway; information packet provided)
<b>PART II -- REQUIRED NARRATIVE, PLANS &amp; RELATED DATA</b>		
Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>22. Plan &amp; Report Requirements For Development Applications Checklist</b> (form provided)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>23. Development Plan</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>a. Application Narrative</b> <ul style="list-style-type: none"> <li>• 8 ½" x 11" – ④ copies</li> <li><input checked="" type="checkbox"/> The application narrative shall specify how the proposal separately addresses each of the following:             <ul style="list-style-type: none"> <li>• goals and policies/approaches of the General Plan</li> <li>• goals and polices of the applicable Character Area Plan</li> <li>• architectural character, including environmental response, design principles, site development character, and landscape character</li> </ul> </li> <li><input checked="" type="checkbox"/> Please review the applicable zoning district and/or overlay provisions for any findings, justifications, and/or explanations that are required to be met. Each finding, justification, and/or explanation shall be separately identified with a corresponding response in the application narrative. (PRD, PCD, PBD, PUD, etc)</li> <li><input checked="" type="checkbox"/> In addition, the following applicable information shall be incorporated into the application narrative:             <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> separate justification(s) for each requested modifications to regulations and standards,</li> <li><input type="checkbox"/> bonus provisions and justifications,</li> <li><input checked="" type="checkbox"/> methodology to address the City's Sensitive Design Principles, and applicable design guidelines pertaining to: architectural character, environmental response, site development character, and landscape character, and/or</li> <li><input type="checkbox"/> Historic Property – existing or potential historic property.               <ul style="list-style-type: none"> <li>○ (Describe how the proposal preserves the historic character or compliance with property's existing Historic Preservation Plan)</li> </ul> </li> </ul> </li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>b. Legislative draft of the proposed development standards, or amended development standards (form provided)</b> <ul style="list-style-type: none"> <li>8 ½" x 11" – ③ copies</li> </ul> (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>c. Legislative draft of the list of Land Uses, if proposed (PBD, SC)</b> <ul style="list-style-type: none"> <li>8 ½" x 11" – ② copies</li> </ul> (Must adhere to the Maricopa County Recorder requirements)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>d. A dimensioned plan indicating the proposed boundaries of the application</b> <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>e. Context Aerial with the proposed site improvements superimposed</b> <ul style="list-style-type: none"> <li>24" x 36" – ② color copies, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u></li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> <p>Aerial shall not be more than 1 year old and shall include and overlay of the site plan showing lot lines, tracts, easements, street locations/names and surrounding zoning for a radius from the site of:</p> <p>_____ 750 foot radius from site</p> <p>_____ 1/4 mile radius from site</p> <p>_____ Other: _____</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>f. Site Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – ①⑥ copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>g. Subdivision Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – ①⑥ copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital - ① copy (CD/DVD – PDF Format)</li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>h. Open Space Plan (Site Plan Worksheet)</b> (example provided) <ul style="list-style-type: none"> <li>• 24" x 36" – ① copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>i. Site Cross Sections</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>j. Natural Area Open Space Plan</b> (ESL Areas) <ul style="list-style-type: none"> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>k. Topography and slope analysis plan</b> (ESL Areas) <ul style="list-style-type: none"> <li>• 24" x 36" – ① copy, <u>folded</u></li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>l. Phasing Plan</b> <ul style="list-style-type: none"> <li>• 24" x 36" – ③ copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>m. Landscape Plan</b> <ul style="list-style-type: none"> <li>• All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 24" x 36" – ② copies, <u>folded</u></li> <li>• 11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital - ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>n. Hardscape Plan</b> <ul style="list-style-type: none"> <li>• All plans shall be <u>black and white line drawings</u> (a grayscale copy of the color Landscape Plan will not be accept.)</li> <li>• 24" x 36" – ② copies, <u>folded</u> of <u>black and white line drawings</u></li> <li>• 11" x 17" – ① copy, <u>folded</u></li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>o. Transitions Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>11" x 17" – ① copy (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>p. Parking Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>q. Parking Master Plan</b></p> <p>See the City's <u>Zoning Ordinance, Article IX</u> for specific submittal and content requirements for Parking Master Plan. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - ② copies</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>r. Pedestrian and Vehicular Circulation Plan</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ③ copies, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>s. Elevations</b></p> <ul style="list-style-type: none"> <li>24" x 36" – ② copies <u>folded</u> black and white line drawing copies (a grayscale copy of the color elevations will not be accepted.)</li> <li>24" x 36" – ② color copies, <u>folded</u></li> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>11" x 17" – ① copy, <u>folded</u> black and white line drawing (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy, (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① copy black and white line drawing (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>t. Elevations Worksheet(s)</b></p> <p>Required for all Development applications to rezone to Planned Unit Development (PUD) and Downtown when elevations are required to be submitted.</p> <ul style="list-style-type: none"> <li>24" x 36" – ② copies, <u>folded</u></li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>u. Perspectives</b></p> <ul style="list-style-type: none"> <li>11" x 17" – ① color copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>v. Floor Plans</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>w. Floor Plan Worksheet(s)</b> (Required for restaurants, bars or development containing there-of, and multi-family developments): <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>Digital – ① copy (CD/DVD – PDF Format)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>x. Roof Plan Worksheet(s)</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>y. Electronic Massing Model:</b> <ul style="list-style-type: none"> <li>11" x 17" – ① color copy, <u>folded</u></li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> Scaled model indicating building masses on the site plan and the mass of any building within: _____ 750 foot radius from site _____ Other: _____ (The electronic model shall be a computer generated Sketch-up® model or other electronic modeling media acceptable to the Current Planning Services department.)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>z. Solar Analysis</b> The solar analysis shall be completed for twenty first day of March, June, September, and December at 6:00 a.m., 9:00 a.m., 12:00 p.m., 3:00 p.m. and 6:00 p.m. Required for all Development applications to rezone to Planned Unit Development (PUD). <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>aa. Exterior Lighting Site Plan</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>bb. Manufacturer Cut Sheets of All Proposed Lighting</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>cc. Cultural Improvement Program Plan</b> _____ Conceptual design <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul> _____ Narrative explanation of the methodology to comply with the requirement/contribution.

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>dd. Sensitive Design Concept Plan and Proposed Design Guidelines</b> (Architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.) <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>ee. Master Thematic Architectural Character Plan</b> <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>ff. Conceptual Signage Plan</b> <ul style="list-style-type: none"> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> <li>8 ½" x 11" – ① color copy (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>gg. Other:</b> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <div style="margin-left: 20px;"> <input type="checkbox"/> 24" x 36" – _____ copy(ies), <u>folded</u>  <input type="checkbox"/> 11" x 17" – _____ copy(ies), <u>folded</u> (quality suitable for reproduction)  <input type="checkbox"/> 8 ½" x 11" – _____ copy(ies) (quality suitable for reproduction)  <input type="checkbox"/> Digital – ① copy (CD/DVD – PDF Format)         </div>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>24. Development Plan Booklets</b></p> <ul style="list-style-type: none"> <li>• 11" x 17" – ③ copies (quality suitable for reproduction)</li> <li>• 8 ½" x 11" – ① copy (quality suitable for reproduction)</li> <li>• Digital – ① copy (CD/DVD – PDF Format)</li> <li>• 8 ½" x 11" – ③ copies on archival (acid free) paper: this is a <b>delayed submittal</b> that is to be made after the Planning Commission recommendation.</li> </ul> <p>The Development Plan Booklets shall include the following:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Application Narrative</li> <li><input checked="" type="checkbox"/> Legislative draft of the proposed development standards, or amended development standards</li> <li><input checked="" type="checkbox"/> Legislative draft of the proposed List of Land Uses</li> <li><input checked="" type="checkbox"/> A dimensioned plan indicating the proposed boundaries of the application</li> <li><input checked="" type="checkbox"/> Context Aerial with the proposed Site Plan superimposed</li> <li><input checked="" type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Subdivision Plan</li> <li><input type="checkbox"/> Open Space Plan</li> <li><input type="checkbox"/> Phasing Plan</li> <li><input checked="" type="checkbox"/> Landscape Plan</li> <li><input checked="" type="checkbox"/> Hardscape Plan</li> <li><input type="checkbox"/> Transitions Plan</li> <li><input checked="" type="checkbox"/> Parking Plan</li> <li><input checked="" type="checkbox"/> Pedestrian and Vehicular Circulation Plan</li> <li><input type="checkbox"/> Conceptual Elevations</li> <li><input type="checkbox"/> Conceptual Perspectives</li> <li><input type="checkbox"/> Electronic Massing Model</li> <li><input type="checkbox"/> Solar Analysis</li> <li><input type="checkbox"/> Exterior Lighting Plan</li> <li><input type="checkbox"/> Manufacturer Cut Sheets of All Proposed Lighting</li> <li><input type="checkbox"/> Cultural Amenities Plan</li> <li><input type="checkbox"/> Special Impacts Analysis (Lighting Program, Dust Control, Noise Analysis and Control)</li> <li><input checked="" type="checkbox"/> Sensitive Design Concept Plan and Proposed Design Guidelines (architectural, landscape, hardscape, exterior lighting, community features, common structures, etc.)</li> <li><input checked="" type="checkbox"/> Master Thematic Architectural Character Plan</li> <li><input type="checkbox"/> Conceptual Signage Plan</li> <li><input type="checkbox"/> Other:</li> </ul> <hr/> <p>Color and black and white line drawings shall be provided in accordance with the individual plan requirements above.</p>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>25. Proposed Public Benefit Narrative, Plan, and Total Construction Cost Estimate for proposed development standard bonus(es)</b></p> <p>(PBD, Infill Incentive, or PCP rezoning applications that include the use bonus provisions. A professional consultant shall provide the Total Construction Cost Estimate)</p>

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## Rezoning Development Application Checklist

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>26. Preliminary Drainage Report</b></p> <p>See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for drainage reports. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, and topography maps. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>Hardcopy - 8-1/2" x 11" - ① copy of the Preliminary Drainage Report including full size plans/maps in pockets</li> <li>Digital - ① copy of the Drainage Report. Any advanced hydraulic or hydrologic models shall be included (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>27. Preliminary Grading and Drainage Plan</b></p> <p>See Chapter 4 of the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for the plan. The preliminary grading and drainage plan may be included as part of the preliminary drainage report.</p> <ul style="list-style-type: none"> <li>Hardcopy - 24" x 36" - ① copy of the Preliminary Grading and Drainage plan.</li> <li>Digital - ① copy of the Preliminary Grading and Drainage Plan (see handout submittal instructions)</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<p><b>28. Master Drainage Plan</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Master Drainage Report. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, full color aerial, topography maps and preliminary grading and drainage plans. Full size plans/maps shall be folded and contained in pockets.</p> <ul style="list-style-type: none"> <li>8-1/2" x 11" - ① copy of the Drainage Report including full size plans/maps in pockets</li> <li>Digital - ① copy (see handout submittal instructions)</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>29. Preliminary Basis of Design Report for Water</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Basis of Design Report for Water. The report must include all required exhibits and plans.</p> <p style="background-color: yellow;"><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p><b>30. Preliminary Basis of Design Report for Wastewater</b></p> <p>See the City's <u>Design Standards &amp; Policies Manual</u> for specific submittal and content requirements for Design Report for Wastewater. The report shall be bound and must include all required exhibits and plans.</p> <p style="background-color: yellow;"><u>Submit by one of the options below:</u></p> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>

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## Rezoning Development Application Checklist

<input type="checkbox"/>	<input type="checkbox"/>	<b>31. Master Plan for Water</b> Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	<b>32. Master Plan and Design Report for Wastewater</b> Contact the Water Resources Department at 480-312-5685 to discuss offsite and onsite analysis and report content. The report shall be bound and must include all required exhibits and plans. <u>Submit by one of the options below:</u> <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>CD/DVD</li> <li>8-1/2" x 11" - ④ copies – the report shall be bound, all full size plans/maps provided in pockets.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>33. Transportation Impact &amp; Mitigation Analysis (TIMA)</b> Please review the City's Design Standards & Policies Manual and Transportation Impact and Mitigation Analysis Requirements provided with the application material for the specific requirements. The report shall be bound (3 ring, GBC or coil wire, no staples) with card stock front and back covers, and must include all required exhibits, and plans. <input checked="" type="checkbox"/> Category 1 Study <input type="checkbox"/> Category 2 Study <input type="checkbox"/> Category 3 Study <ul style="list-style-type: none"> <li>Email (see handout submittal instructions)</li> <li>8-1/2" x 11" - ③ copies of the Transportation Impact &amp; Mitigation Analysis Water including full size plans/maps in pockets</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<b>34. Native Plant Submittal Requirements: (form provided)</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u>.</li> </ul> <p style="margin-left: 20px;">(Aerial with site plan overlay to show spatial relationships of existing protected plants and significant concentrations on vegetation to proposed development)</p> <ul style="list-style-type: none"> <li>See Sec. 7.504 of the Zoning Ordinance for specific submittal requirements.</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>35. Environmental Features Map</b> <ul style="list-style-type: none"> <li>24" x 36" – ① copy, <u>folded</u></li> <li>11" x 17" – ① copy, <u>folded</u> (quality suitable for reproduction)</li> </ul>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>36. Other:</b> <hr/> <hr/> <hr/>

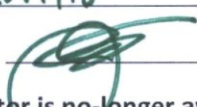
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## Rezoning Development Application Checklist

### PART III – SUBMITTAL OF THE DEVELOPMENT APPLICATION

Req'd	Rec'd	Description of Documents Required for Complete Application. <b>No application shall be accepted without all items marked below.</b>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	37. An appointment must be scheduled to submit this application. To schedule your submittal meeting please call <b>480-312-7767</b> . Request a submittal meeting with a Planning Specialist and provide your case pre-app number; <u>175</u> -PA- <u>2018</u> .
<input checked="" type="checkbox"/>	<input type="checkbox"/>	38. Submit all items indicated on this checklist pursuant to the Submittal Instructions provided.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Submit all additional items that are required pursuant to the stipulations of any other Development Application that this application is reliant upon
<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. <b>Delayed Submittal.</b> Additional copies of all or certain required submittal indicated items above will be require at the time your Project Coordinator is preparing the public hearing report(s). Your Project Coordinator will request these items at that time, and they are to be submitted by the date indicated in the request.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>41. If you have any question regarding this application checklist, please contact your Project Coordinator.</p> <p>Coordinator Name (print): <u>Jessie Morillo</u> Phone Number: <u>480-312- 7049</u></p> <p>Coordinator email: <u>jmurillo</u> @scottsdaleaz.gov Date: <u>3/22/18</u></p> <p>Coordinator Signature: </p> <p>If the Project Coordinator is no longer available, please contact the Current Planning Director at the phone number in the footer of this page if you have any question regarding this application checklist.</p> <p>This application needs a: <input checked="" type="checkbox"/> New Project Number, or</p> <p style="padding-left: 100px;"><input type="checkbox"/> A New Phase to an old Project Number: _____</p> <p><b>Required Notice</b></p> <p>Pursuant to A.R.S. §9-836, an applicant/agent may request a clarification from the City regarding an interpretation or application of a statute, ordinance, code or authorized substantive policy, or policy statement. Requests to clarify an interpretation or application of a statute, ordinance, code, policy statement administered by the Planning and Development Services, including a request for an interpretation of the Zoning Ordinance, shall be submitted in writing to the One Stop Shop to the attention of the Planning and Development Services Director. All such requests must be submitted in accordance with the A.R.S. §9-839 and the City's applicable administrative policies available at the Planning and Development Services' One Stop Shop, or from the city's website:</p> <p><a href="http://www.scottsdaleaz.gov/planning-development/forms">http://www.scottsdaleaz.gov/planning-development/forms</a></p> <p>Planning and Development Services One Stop Shop Planning and Development Services Director 7447 E. Indian School Rd, Suite 105 Scottsdale, AZ 85251 Phone: (480) 312-7000</p>

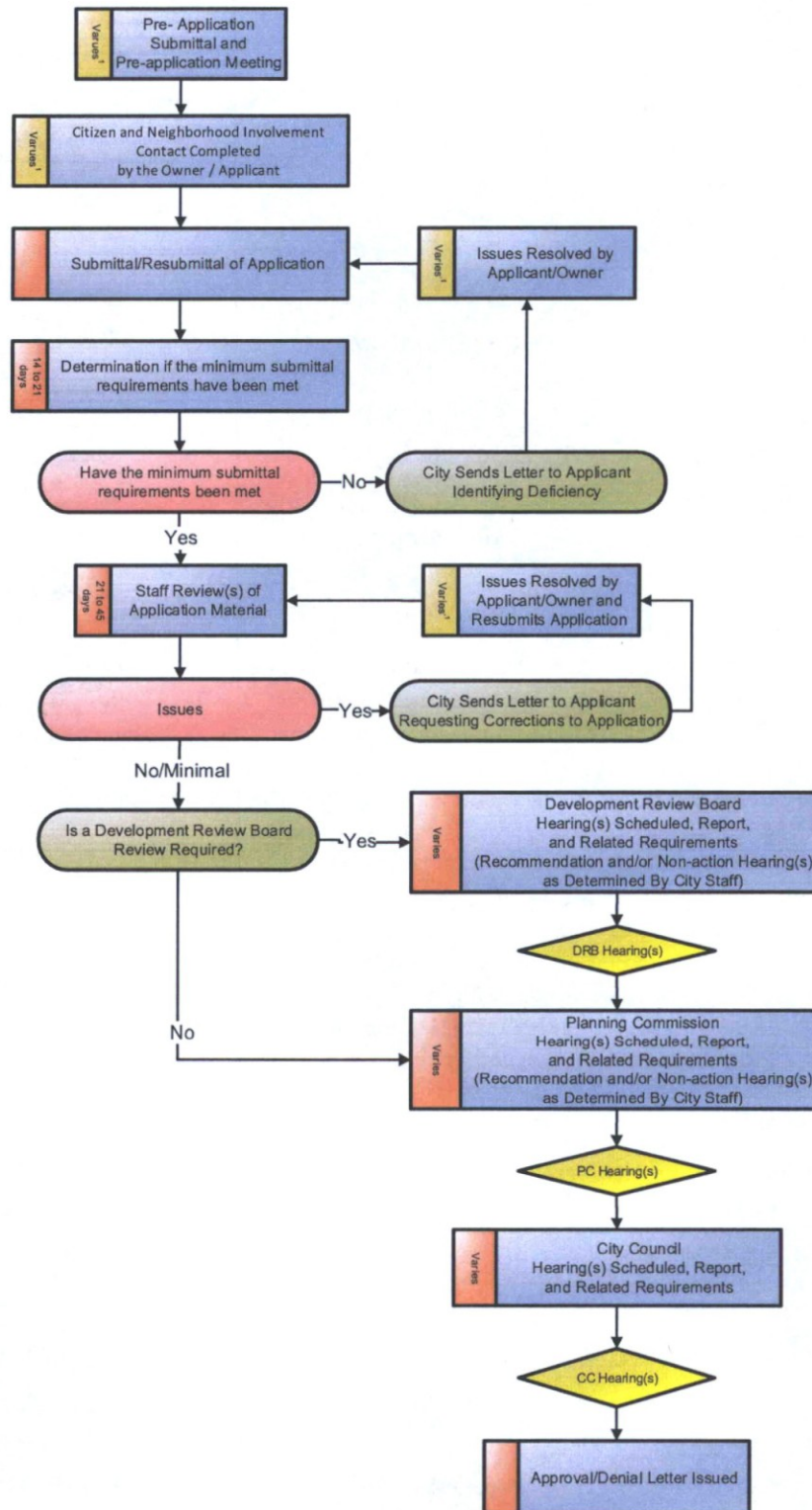
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# Development Application Process

Abandonment (AB), Municipal Use Master Site Plan (UP), Infill Incentive (II), & Zoning District Map Amendment (ZN)



Note:

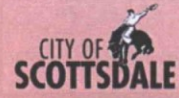
1. Time period determined by owner/applicant.

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# Public Participation - Non-major General Plan (GP) Zoning (ZN)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.

## Pre-Application

### Pre-Submittal

#### Step 1

Plan your outreach

#### Step 2

Conduct your outreach

### Submittal

#### Step 3

Document your outreach & submit formal application

### Post-Submittal

#### Step 4

Post hearing sign

### Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

#### A. The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

### Step 2: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750' of the property that is the subject of the rezoning or non-major General Plan amendment, to the City's interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of acres of project, square footage of lot)
  - Existing General Plan land use designation graphic for zoning cases
  - Existing and Proposed General Plan land use designations for non-major GP cases
  - Zoning (for ZN case: existing and proposed graphics)
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
  - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting
- [Avoid holding the Open House meeting on holidays, weekends, and during working hours](#)
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement



# Public Participation - Non-major General Plan (GP) Zoning (ZN)



## **Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal**

The Report shall include:

- A. Details of the methods used to involve the public including:
  1. A map showing the number of and where notified neighbors are located
  2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
  3. The dates contacted, how they were contacted, and the number of times contacted
  4. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
  5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
  6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
  7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
  1. The substance of the comments
  2. The method by which the applicant has addressed or intends to address the comments identified during the process

## **Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo**

### **City will conduct additional public notification**

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

### **Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001



Sec. 6.200. - Planned Residential Development (PRD).

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 161), 4-3-12)

PRD

Sec. 6.201. - Purpose.

The purpose of the planned residential development district is to encourage imaginative and innovative planning of residential neighborhoods to encourage the preservation of open space and significant natural features, to offer a wide variety of dwelling unit types, to permit greater flexibility in design of residential neighborhoods, and to enable development of parcels of property that would be difficult to develop under conventional zoning and subdivision regulations.

Sec. 6.202. - Definition.

A planned residential development is a residential development improved in accordance with an overall project plan and is characterized by the following: The density regulations of the zone in which the planned residential development is located are applied to the total area of the planned residential development rather than separately to individual lots.

Sec. 6.203. - Maximum property size.

No planned residential development (PRD) shall be established on any parcel in excess of three hundred twenty (320) acres.

Sec. 6.204. - Application requirements.

- A. The zoning district map amendment application for the PRD District shall be accompanied by a Development Plan as provided in Article VII.
- B. The PRD District shall be developed in conformance with the approved Development Plan and Development Master Plans as provided in Article VII.

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, §§ 162, 163), 4-3-12; Ord. No. 4048, § 1(Res. No. 9223, § 1 (Exh. A, § 14), 11-14-12)

Sec. 6.205. - Design criteria and development standards.

- A. *Design criteria.* The planned residential development shall observe the following



## design criteria:

1. The overall plan shall be comprehensive, embracing the land, buildings, landscape and their interrelationships and shall conform in all respects to all adopted plans of all governmental agencies for the area in which the proposed development is located.
2. The plan shall provide open space, circulation, off-street parking, and pertinent amenities. Buildings, structures and facilities in the parcel shall be well integrated, oriented and related to the topographic and natural landscape features of the site.
3. The proposed development shall be compatible with existing and planned land use, and with circulation patterns on adjoining properties. It shall not constitute a disruptive element to the neighborhood and community.
4. The internal street system shall not be a dominant feature in the overall design, rather it should be designed for the efficient and safe flow of vehicles without creating a disruptive influence on the activity and function of any common areas and facilities.
5. Common areas and recreation areas shall be so located so as to be readily accessible to the occupants of the dwelling units and shall be well related to any common open spaces provided.
6. Architectural harmony within the development and within the neighborhood and community shall be obtained so far as practicable.

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 164), 4-3-12)

## Sec. 6.206. - Property development standards.

- A. All land uses in a PRD district shall conform to the allowable uses of the underlying zoning district. Modification of the underlying district's development standards may be allowed as provided in the modification procedure below.
- B. All structures or buildings except detached single-family residences shall have development review approval as outlined in article I, section 1.900 hereof prior to being built or remodeled upon land in the PRD district.
- C.



Any use requiring a conditional use permit in the underlying zoning district shall obtain approval as outlined in article I, section 1.400 unless the use is indicated on the development plan, then only development review approval is required as outlined in article I, section 1.900.

D. All provisions of the zoning ordinance shall apply to development in the PRD district except as specifically permitted in this section, 6.206.

E. All structures built within a planned residential district shall, as a requirement for a building permit, indicate on the structural plans the manner in which all mechanical equipment is to be screened.

(Ord. No. 3225, § 1, 5-4-99)

Sec. 6.207. - Property development standards modification procedure.

The application shall be accompanied by written terminology and graphic material, and will illustrate the conditions that the modified standards will produce, so as to enable the Planning Commission and the City Council to make the determination that the modification will produce a living environment, landscape quality and life-style superior to that produced by the existing standards.

Sec. 6.208. - Maximum density requirements.

A. A PRD District development shall have a maximum density as follows:

Zone	Base Density	1 Factor	2 Factors	3 Factors	4 Factors
R1-5	5.000	5.250	<u>5.500</u>	5.750	6.000
R1-7	<u>4.200</u>	4.400	4.600	4.800	5.000
R1-10	3.150	3.300	3.450	3.600	3.750
R1-18	<u>1.900</u>	2.000	2.100	2.200	2.300
R1-35	1.050	<u>1.100</u>	1.150	<u>1.200</u>	1.250



R1-43	0.850	0.900	0.950	1.000	1.050
R1-70	0.525	0.550	0.575	0.600	0.625
R1-130	0.315	0.330	0.345	0.360	0.375
R1-190	0.210	0.220	0.230	0.240	0.250

The density of a PRD District development may be increased from the base density as allowed by the following criteria. However, in no case shall the density of a PRD District exceed the four (4) factor density of the underlying zone.

Table 6.208.B. Criteria for Base Density Increase		
		Increase From Base- Density
1.	Preservation of natural features. Preservation of natural features shall include the preservation of major washes, significant stands of native vegetation or other topographic or scenic natural features, provided such features are left in their undisturbed natural state.	1 factor
2.	Provision of common open space. Common open space shall be distinguishable by its quantity or quality and accessibility to the residents.	1 factor



3.	Innovative site plan. An innovative site plan shall mean a site plan which features a street pattern which discourages through traffic, ensures the privacy of the residents of the development and is in harmony with the topography and other natural features. An innovative site plan could also include a variety of lot sizes and dwelling unit types.	1 factor
4.	Interior amenities. Interior amenities shall mean the provision of private recreational facilities such as tennis courts, recreation centers, bike paths and equestrian trails which are accessible to the residents of the development.	1 factor
5.	Substantial public benefit. Substantial public benefit shall mean the provision of public facilities that are both unusual in character and serve the needs of an area greater than the immediate development. No density increase for substantial public benefit may be approved unless the public facilities provided are in excess of the typically-required street improvements, sidewalks, bike paths, equestrian trails and drainage facilities.	1 factor

Upon finding that one (1) or more of the above criteria is exceeded to an extraordinary degree the City Council may approve a density increase greater than that specified in any single criteria but in no case to exceed a combined total of four (4) factors.

(Ord. No. 1922, § 1, 11-4-86; Ord. No. 2293, § 1, 5-15-90; Ord. No. 2492, § 1, 9-1-92; Ord. No. 2631, § 1, 1-18-94; Ord. No. 2830, § 1, 10-17-95; Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 165), 4-3-12)

#### Sec. 6.209. - Open space requirements.

The amount and location of private outdoor living space and common open space shall be determined by the development plan with approval by the City Council.



(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 166), 4-3-12)

Sec. 6.210. - Building height.

1. Building height shall not exceed thirty (30) feet.
2. Buildings shall not exceed one (1) story within fifty (50) feet of an R-1 district boundary line where:
  - I. There exists on an adjacent lot a one-story residence, or
  - II. There are zoning restrictions which limit adjacent undeveloped lots to one-story residences.

(Ord. No. 2313, § 1, 8-21-90)

Sec. 6.211. - Parking requirements.

- A. Parking shall be provided for:
  1. Efficiency and one-bedroom dwelling units shall provide a minimum of one (1) on-site resident parking space plus one (1) off-street guest parking space.
  2. Dwelling units with two (2) bedrooms shall provide a minimum of two (2) on-site resident parking spaces plus one (1) off-street guest parking space.
  3. Dwelling units with three (3) or more bedrooms shall provide a minimum of two (2) on-site resident parking spaces plus two (2) off-street guest parking spaces.
- B. The required on-site resident parking shall be covered parking.
- C. Adequate parking facilities for recreational vehicles shall be provided.

Sec. 6.212. - Findings required.

Before approval or modified approval of an application for a proposed PRD district, the Planning Commission and City Council must find:

- A. That the development proposed is in substantial harmony with the General Plan of the City of Scottsdale, and can be coordinated with existing and planned development of surrounding areas.
- B. That the streets and thoroughfares proposed are suitable and adequate to serve the proposed uses and the anticipated traffic which will be generated thereby.



- C. The Planning Commission and City Council shall further find that the facts submitted with the application and presented at the hearing will establish beyond a reasonable doubt that the planned residential development will constitute a residential environment of sustained desirability and stability that it will be in harmony with the character of the surrounding area; and that the sites proposed for public facilities such as schools, playgrounds and parks, are adequate to serve the anticipated population.
- D. Reserved.

(Ord. No. 2830, § 1, 10-17-95; Ord. No. 3920, § 1(Exh. § 56), 11-9-10)

Sec. 6.213. - Perimeter setback requirements.

1. Where a planned residential development (PRD) project abuts an R-1, MH, or R-4 district, the buildings on the (PRD) shall be set back from the perimeter property line a distance at least as much as the required rear yard or perimeter setback of the adjacent district.
2. Where a planned residential development (PRD) project abuts an R-1, MH or R-4 district where perimeter walls are specifically approved or required to be set back from the common perimeter property line, perimeter walls on the PRD development shall provide equal or greater setbacks.

(Ord. No. 2313, § 1, 8-21-90)



**Sec. 6.204. Application requirements.**

A. The zoning district map amendment application for the PRD District shall be accompanied by a Development Plan as provided in Article VII.

B. The PRD District shall be developed in conformance with the approved Development Plan and Development Master Plans as provided in Article VII.

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, §§ 162, 163), 4-3-12; Ord. No. 4048, § 1(Res. No. 9223, § 1(Exh. A, § 14), 11-14-12)

**Sec. 6.205. Design criteria and development standards.**

A. *Design criteria.* The planned residential development shall observe the following design criteria:

1. The overall plan shall be comprehensive, embracing the land, buildings, landscape and their interrelationships and shall conform in all respects to all adopted plans of all governmental agencies for the area in which the proposed development is located.
2. The plan shall provide open space, circulation, off-street parking, and pertinent amenities. Buildings, structures and facilities in the parcel shall be well integrated, oriented and related to the topographic and natural landscape features of the site.
3. The proposed development shall be compatible with existing and planned land use, and with circulation patterns on adjoining properties. It shall not constitute a disruptive element to the neighborhood and community.
4. The internal street system shall not be a dominant feature in the overall design, rather it should be designed for the efficient and safe flow of vehicles without creating a disruptive influence on the activity and function of any common areas and facilities.
5. Common areas and recreation areas shall be so located so as to be readily accessible

to the occupants of the dwelling units and shall be well related to any common open spaces provided.

6. Architectural harmony within the development and within the neighborhood and community shall be obtained so far as practicable.

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 164), 4-3-12)

**Sec. 6.206. Property development standards.**

A. All land uses in a PRD district shall conform to the allowable uses of the underlying zoning district. Modification of the underlying district's development standards may be allowed as provided in the modification procedure below.

B. All structures or buildings except detached single-family residences shall have development review approval as outlined in article I, section 1.900 hereof prior to being built or remodeled upon land in the PRD district.

C. Any use requiring a conditional use permit in the underlying zoning district shall obtain approval as outlined in article I, section 1.400 unless the use is indicated on the development plan, then only development review approval is required as outlined in article I, section 1.900.

D. All provisions of the zoning ordinance shall apply to development in the PRD district except as specifically permitted in this section, 6.206.

E. All structures built within a planned residential district shall, as a requirement for a building permit, indicate on the structural plans the manner in which all mechanical equipment is to be screened.

(Ord. No. 3225, § 1, 5-4-99)

**Sec. 6.207. Property development standards modification procedure.**

The application shall be accompanied by written terminology and graphic material, and will illustrate the conditions that the modified standards will produce, so as to enable the Planning Commission and the City Council to make the determination that the modification will produce



a living environment, landscape quality and lifestyle superior to that produced by the existing standards.

### Sec. 6.208. Maximum density requirements.

A. A PRD District development shall have a maximum density as follows:

Zone	Base Density	1 Factor	2 Factors	3 Factors	4 Factors
R1-5	5.000	5.250	5.500	5.750	6.000
R1-7	4.200	4.400	4.600	4.800	5.000
R1-10	3.150	3.300	3.450	3.600	3.750
R1-18	1.900	2.000	2.100	2.200	2.300
R1-35	1.050	1.100	1.150	1.200	1.250
R1-43	0.850	0.900	0.950	1.000	1.050
R1-70	0.525	0.550	0.575	0.600	0.625
R1-130	0.315	0.330	0.345	0.360	0.375
R1-190	0.210	0.220	0.230	0.240	0.250

The density of a PRD District development may be increased from the base density as allowed by the following criteria. However, in no case shall the density of a PRD District exceed the four (4) factor density of the underlying zone.

**Table 6.208.B. Criteria for Base Density Increase**

	Increase From Base-Density
1. Preservation of natural features. Preservation of natural features shall include the preservation of major washes, significant stands of native vegetation or other topographic or scenic natural features, provided such features are left in their undisturbed natural state.	1 factor
2. Provision of common open space. Common open space shall be distinguishable by its quantity or quality and accessibility to the residents.	1 factor
3. Innovative site plan. An innovative site plan shall mean a site plan which features a street pattern which discourages through traffic, ensures the privacy of the residents of the development and is in harmony with the topography and other natural features. An innovative site plan could also include a variety of lot sizes and dwelling unit types.	1 factor

**Table 6.208.B. Criteria for Base Density Increase**

	Increase From Base-Density
4. Interior amenities. Interior amenities shall mean the provision of private recreational facilities such as tennis courts, recreation centers, bike paths and equestrian trails which are accessible to the residents of the development.	1 factor
5. Substantial public benefit. Substantial public benefit shall mean the provision of public facilities that are both unusual in character and serve the needs of an area greater than the immediate development. No density increase for substantial public benefit may be approved unless the public facilities provided are in excess of the typically-required street improvements, sidewalks, bike paths, equestrian trails and drainage facilities.	1 factor

Upon finding that one (1) or more of the above criteria is exceeded to an extraordinary degree the City Council may approve a density increase greater than that specified in any single criteria but in no case to exceed a combined total of four (4) factors.

(Ord. No. 1922, § 1, 11-4-86; Ord. No. 2293, § 1, 5-15-90; Ord. No. 2492, § 1, 9-1-92; Ord. No. 2631, § 1, 1-18-94; Ord. No. 2830, § 1, 10-17-95; Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 165), 4-3-12)

### Sec. 6.209. Open space requirements.

The amount and location of private outdoor living space and common open space shall be determined by the development plan with approval by the City Council.

(Ord. No. 4005, § 1(Res. No. 8947, Exh. A, § 166), 4-3-12)

### Sec. 6.210. Building height.

1. Building height shall not exceed thirty (30) feet.

2. Buildings shall not exceed one (1) story within fifty (50) feet of an R-1 district boundary line where:

- I. There exists on an adjacent lot a one-story residence, or



- II. There are zoning restrictions which limit adjacent undeveloped lots to one-story residences.  
(Ord. No. 2313, § 1, 8-21-90)

**Sec. 6.211. Parking requirements.**

- A. Parking shall be provided for:
1. Efficiency and one-bedroom dwelling units shall provide a minimum of one (1) on-site resident parking space plus one (1) off-street guest parking space.
  2. Dwelling units with two (2) bedrooms shall provide a minimum of two (2) on-site resident parking spaces plus one (1) off-street guest parking space.
  3. Dwelling units with three (3) or more bedrooms shall provide a minimum of two (2) on-site resident parking spaces plus two (2) off-street guest parking spaces.
- B. The required on-site resident parking shall be covered parking.
- C. Adequate parking facilities for recreational vehicles shall be provided.

**Sec. 6.212. Findings required.**

Before approval or modified approval of an application for a proposed PRD district, the Planning Commission and City Council must find:

- A. That the development proposed is in substantial harmony with the General Plan of the City of Scottsdale, and can be coordinated with existing and planned development of surrounding areas.
- B. That the streets and thoroughfares proposed are suitable and adequate to serve the proposed uses and the anticipated traffic which will be generated thereby.
- C. The Planning Commission and City Council shall further find that the facts submitted with the application and presented at the hearing will establish beyond a reasonable doubt that the planned residential development will constitute a residential environment of sustained desirability and stability that it will be in harmony

with the character of the surrounding area; and that the sites proposed for public facilities such as schools, playgrounds and parks, are adequate to serve the anticipated population.

- D. Reserved.  
(Ord. No. 2830, § 1, 10-17-95; Ord. No. 3920, § 1(Exh. § 56), 11-9-10)

**Sec. 6.213. Perimeter setback requirements.**

1. Where a planned residential development (PRD) project abuts an R-1, MH, or R-4 district, the buildings on the (PRD) shall be set back from the perimeter property line a distance at least as much as the required rear yard or perimeter setback of the adjacent district.

2. Where a planned residential development (PRD) project abuts an R-1, MH or R-4 district where perimeter walls are specifically approved or required to be set back from the common perimeter property line, perimeter walls on the PRD development shall provide equal or greater setbacks.  
(Ord. No. 2313, § 1, 8-21-90)

**Sec. 6.300. Parking P-1 District; Passenger Vehicle Parking, Limited.**

**Sec. 6.301. Purpose.**

The parking P-1 district is intended to provide necessary off-street parking in appropriate locations for nonresidential uses. It is further intended that the development of such P-1 district be accomplished according to an approved plan so that such vehicle parking may be compatible with adjacent or nearby uses.

**Sec. 6.302. Reserved.**

**Editor's note**—Ord. No. 4164, § 1(Res. No. 9857, § 1, Exh. A, § 41), adopted Aug. 25, 2014, repealed § 6.302 which pertained to approvals required and derived from Ord. No. 3225, § 1, adopted May 4, 1999.

**Sec. 6.303. Use regulations.**

A. *Permitted uses.* Surfaced parking lots for the off-street parking of passenger vehicles.



B. *Uses permitted by a conditional use permit.* Recyclable material collection center. (Ord. No. 3980, § 1(Res. 8895, § 1, Exh. A, § 38), 12-6-11)

#### **Sec. 6.304. Property development standards.**

A. The provisions of article IX shall apply, unless otherwise approved by the Development Review Board.

B. There shall be a masonry wall or landscape screen on any property lines that are adjacent to any residential district. Height is to be determined by Development Review Board approval. (Ord. No. 2736, § 1, 3-7-95)

#### **Sec. 6.305. Signs.**

The provisions of article VIII shall apply.

#### **Sec. 6.400. Parking P-2 District; Vehicle Parking.**

##### **Sec. 6.401. Purpose.**

The intent of this district is to provide off-street parking. (Ord. No. 3142, § 1, 5-19-98)

##### **Sec. 6.402. Reserved.**

**Editor's note**—Ord. No. 4164, § 1(Res. No. 9857, § 1, Exh. A, § 42), adopted Aug. 25, 2014, repealed § 6.402 which pertained to approvals required and derived from Ord. No. 2736, § 1, adopted March 7, 1995, and Ord. No. 3142, § 1, adopted May 19, 1998.

##### **Sec. 6.403. Use regulations.**

A. *Permitted uses.* Structures shall hereafter be erected, altered or enlarged only for the following uses:

1. Surfaced parking lots.
2. Carports.
3. Parking structures.
4. Refuse enclosures.

5. Storage buildings, subject to the Zoning Administrator's approval if the storage building:

- a. Is smaller than five hundred (500) square feet, and
- b. Occupies an area unusable as a parking space.

6. Permitted uses of Downtown Overlay D-O, Commercial Business District C-2, or Highway Commercial District C-3, in a building above ground level parking. (Ord. No. 3142, § 1, 5-19-98; Ord. No. 3980, § 1(Res. 8895, § 1, Exh. A, § 40), 12-6-11; Ord. No. 3987, § 1(Res. No. 8948, § 1(Exh. A, § 19), 11-14-12)

#### **Sec. 6.404. Property development standards.**

A. Building height maximum (excluding rooftop appurtenances): thirty-six (36) feet.

B. Landscaping shall be provided as determined by Development Review Board approval. (Ord. No. 3142, § 1, 5-19-98; Ord. No. 3987, § 1(Res. No. 8948, § 1(Exh. A, § 20), 11-14-12)

#### **Sec. 6.405. Signs.**

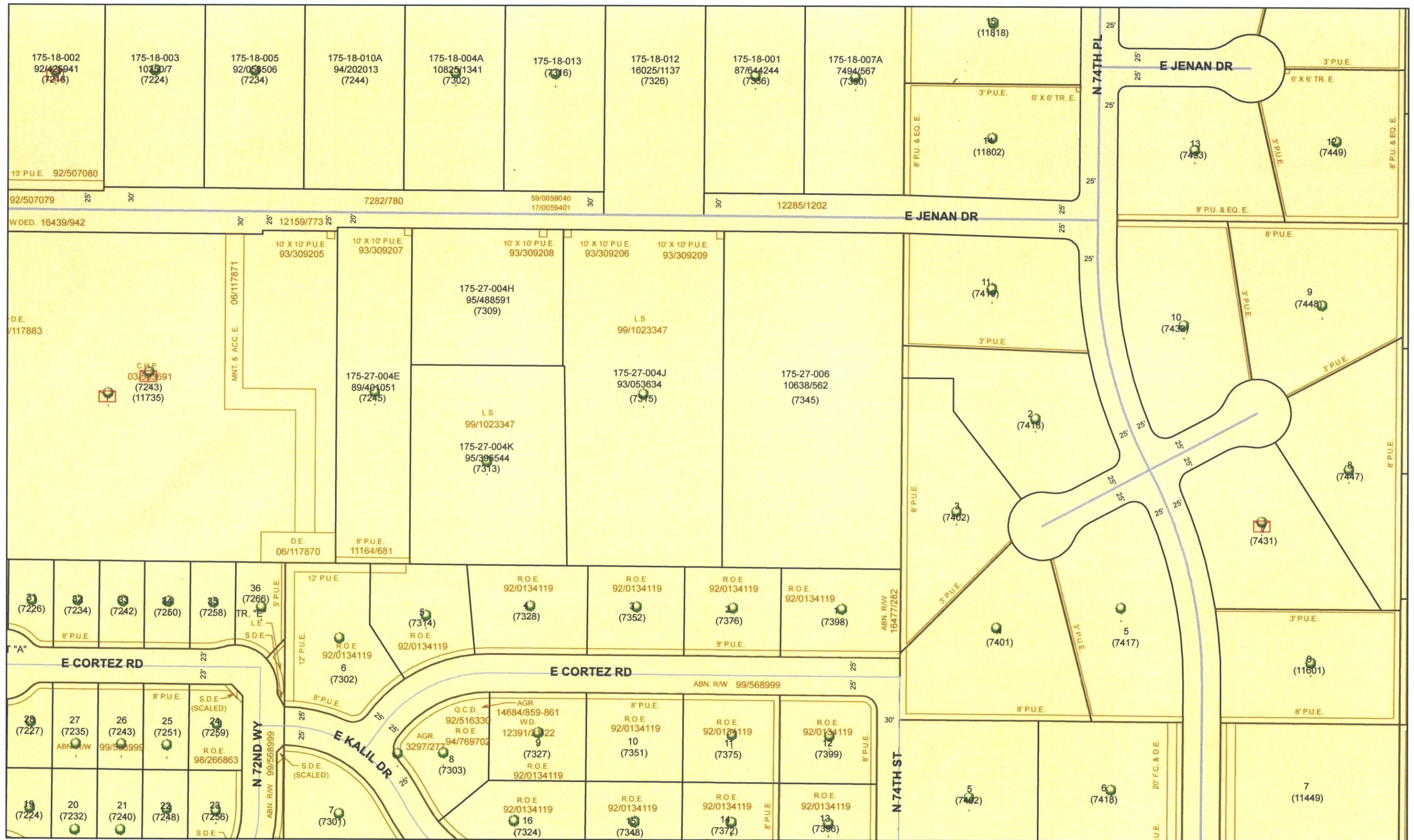
The provisions of article VIII shall apply.

#### **Sec. 6.500. Parking P-3 District.**

P-3 is an overlay district which shall be used in conjunction with land zoned C-2 (Central Business District), C-3 (Highway Commercial District), or as provided in Section 6.500.A.

A. In the Downtown Area, any property that is currently zoned with the P-3 Overlay may request a zoning district map amendment to the Downtown District and P-3 Overlay provided that the total area of the property that has P-3 Overlay zoning will not be expanded. (Ord. No. 3142, § 1, 5-19-98; Ord. No. 3896, § 1(Exh. § 3), 6-8-10; Ord. No. 4143, § 1(Res. No. 9678, Exh. A, § 139), 5-6-14)











N SCOTSDALE RD

R1-35

E Jenan Dr

175-27-004E R1-35

Proposed  
R1-10

175-27-004K

R1-35

R1-10

E Cortez Rd

E Cortez Rd

R1-10

E Kall Dr

E Kall Dr

N 74th St

E Kall Dr

E  
Jenan  
Dr

Van der  
Sijde St

STERLING  
WAY

SCOTT  
ESTATES  
WAY

175-27-048  
SCOTT WALK

CHILLI  
ESTATES  
WAY

175-28-093

175-17-039

175-17-038

175-17-037

175-17-036

175-17-031

175-17-030

175-17-032

175-17-033

175-17-034

175-17-035

175-17-017

175-28-057

175-28-065

175-28-067

175-28-058A

175-28-069

175-28-063

175-28-071

175-28-060

175-28-062

175-28-073

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